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DPD-3322-61

13 June 1961

MEMORANDUM FOR

: Chief, Materiel Staff, DPD
Chief, Air Support Branch, DPD
Chief, Development Branch, DPD
Chief, Administrative Staff, DPD
Chief, Special Projects Branch

SUBJECT

: Weekly Meetings

1. I have set aside a certain time during the week to discuss pertinent activities with each Branch Chief and the Chiefs Materiel and Administrative Staffs. It is anticipated that such meetings, though brief, will provide each party an opportunity to discuss the various actions occurring within the respective branches.

2. It is requested that the Chiefs designated below meet in my office according to the following schedule, effective immediately:

Mondays	0845	Chief, Materiel Staff
Tuesdays	0845	Chief, Air Support Branch
Wednesdays	0845	Chief, Development Branch
Thursdays	0845	Chief, Air Proprietary Branch
Fridays	0845	Chief, Administrative Staff
	1530	Chief, Special Projects Branch

(Signed) Stanley W. Beerli

STANLEY W. BEERLI

Colonel, USAF

Acting Chief, DPD-DE/P

Distribution:

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